

Cynthia Garcia

Expert

El Monte, CA
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WORK EXPERIENCE

Assembly line

Endologix through Marquee Staffing - Irvine, CA - March 2014 to Present

Responsibilities

Delivery line, assembly line

Customer Service Representative

Windsor fashion - Vernon, CA - April 2013 to February 2014

Answer calls, email customers, pick and ship out orders to customers, work with epicor outbook, excel, Microsoft, do daily reports, respond to voicemails,

Expert

English and Spanish - January 2011 to February 2012

Jan 2011- Feb 2012)

Filled prescriptions, posted pharmaceutical data into secured computer database.

Skillsets:

Bilingual fluency (reading, writing, and conversation) English and Spanish.

Familiarity of controlled substance and syringe /needle law, state of California, USA.

Competent knowledge of pharmaceutical inventory structure

Answering phone calls, filling prescriptions.

Expert comprehension of aseptic techniques (OSHA) and HIPPA patient privacy protection law.

10- key touch pad

Externship; evaluation disclosure upon request

Santa Maria pharmacy - El Monte, CA - November 2010 to January 2011

Filled prescriptions, posted pharmaceutical data into secured computer database.

Santa Maria pharmacy

11004 Valley Mall El Monte CA, 91731 (626) 443-3089

EDUCATION

Pharmacy Technician in pharmaceutical study, algebra

UEI - El Monte, CA

2010 to 2012

highschool deploma

South El Monte High School - South El Monte, CA
2000 to 2004

SKILLS

Answered phone calls, filled prescriptions, taking inventory, checking incoming inventory, making orders. Typing and billing prescriptions. filling prscription labels.

ADDITIONAL INFORMATION

Certified pharmacy technician, state of California, USA seeking assistant pharmacy management position within a regional hospital or /and big box retail setting.

Goal is to work within a environment that promotes professional competence while promoting continuous and never-ending improvement.